

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PROPERTY AND PROCUREMENT
PROCUREMENT DIVISION

INVITATION BID & AWARD SUPPLY CONTRACT	CONTRACT NO.	PAGE NO. 1 NO. OF PAGES
	ORDER NO.	
ISSUED BY Department of Property & Procurement	ADDRESS 8201 Sub Base, 3rd Floor St. Thomas, Virgin Islands 00802	

INVITATION FOR BIDS	
DATE ISSUED January 27, 2020	INVITATION NO. IFB019BIRT20 (S)

Sealed bids in **quintuplicate (5 Sets), 1 original and 4 copies**, subject to (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received at the above office until **10:00 o'clock AM**, Atlantic Standard Time, not later than (date) **Thursday, February 27, 2020** and publicly open thereafter for furnishing the supplies or services for delivery f.o.b. ST. THOMAS, VI _____.

General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.

SCHEDULE					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY (NO OF UNITS)	UNIT	UNIT PRICE	AMOUNT
	Janitorial Service at the Bureau of Internal Revenue in the St. Thomas/ St. John District, Virgin Islands				

BID	→	DATE OF BID
<p>IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:</p> <p>_____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS</p> <p>BIDDER REPRESENTS (Check appropriate boxes)</p> <p>(1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.</p> <p>(2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.</p> <p>(3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.</p> <p>(4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS</p> <p>(5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.</p>		

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) (Type or Print)	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID →
	TYPE OR PRINT SIGNER'S NAME & TITLE

AWARD		DATE OF AWARD
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS BY _____ <i>Contracting Officer</i>
SUBMIT INVOICE FOR PAYMENT TO: Bureau of Internal Revenue 6115 Estate Smith Bay, Suite 225 Thomas, Virgin Islands 00802		

CONTINUATION SHEET
(Supply Contract)

Contract, Order, or Invitation No.
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ITEM NO.

SUPPLIES OR SERVICES

AMOUNT

NOTICE TO BIDDERS

ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE **PHYSICAL LOCATION** OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MAILING ADDRESS ONLY WILL NOT SUFFICE.

BIDDERS **MUST** INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.

PROSPECTIVE BIDDERS WILL BE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTS WITH THEIR SUBMITTAL. FAILURE TO COMPLY WITH ALL THE REQUIREMENTS AS OUTLINED, **WILL** DISQUALIFY THE BIDDER.

A. ORGANIZATION AND PERSONNEL

B. LISTING OF PROJECT EXPERIENCE WITHIN THE LAST 2 YEARS. INCLUDE A BRIEF DESCRIPTION OF THE TYPE OF SERVICE PERFORMED.

C. REFERENCES (2 minimum)

D. CURRENT VIRGIN ISLANDS BUSINESS LICENSE FOR THE SERVICE BEING REQUESTED

E. CURRENT CERTIFICATE OF GOVERNMENT INSURANCE COVERAGE

F. CERTIFICATE OF GOOD STANDING

G. CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY

H. ARTICLES OF INCORPORATION, IF APPLICABLE

I. TRADE NAME CERTIFICATE

"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS BID."

AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. UNDERBIDDING CAN DEEM YOUR BID NON-RESPONSIBLE."

Name of Bidder:

IFB019BIRT20 (S)

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	CONTINUATION SHEET (Supply Contract)	Contract, Order, or Invitation No. (As Applicable) IFB019BIRT20 (S)	Page No.
ITEM NO.	SUPPLIES OR SERVICES		AMOUNT
<p>CONTRACT PERIOD: This contract begins upon the approval of the Commissioner of the Department of Property and Procurement and shall terminate September 30, 2020).</p> <p>OPTION TO RENEW: The service of this contract may be extended for an additional term subject to the availability of funds.</p> <p>SUPPLEMENTARY PROVISIONS: The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.</p> <p>The Contractor shall maintain on his own, Workmen's Compensation Insurance, Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract.</p> <p>A copy of the Insurance listed herein shall be filed with the Department of Property & Procurement, 8201 Sub Base, 3rd Floor, St. Thomas, U. S. Virgin Islands 00802.</p> <p>The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.</p> <p>The Contractor agrees not to refuse to hire or employ or to bar or discharge from employment any individual because of race, religion, color, or ancestry.</p> <p>The Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be applicable.</p> <p>PROMPT PAYMENT DISCOUNT: Prompt payment discounts shall NOT be considered in the evaluation bids. Prompt payment discounts are removed as evaluation factors.</p> <p>Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by the</p> <p>No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.</p> <p>EXPLANATION TO BIDDERS: Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach said bidder before the submission of their bids. Any interpretation made will be in the form of an amendment to the Invitation for Bids, specifications, etc., and will be furnished to all prospective bidders.</p> <p>PREFERRED BIDDERS: In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership or Corporation name be added to a Preferred Bidders' List to be maintained by the Commissioner of Property & Procurement.</p> <p>If bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of Property & Procurement, Division of Procurement, 8201 Subbase, 3rd Floor Subbase, St. Thomas, U. S. Virgin Islands, or 3274 Estate Richmond, Christiansted, St. Croix, U.S. Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this bid. All bidders not complying with the procedures set forth herein and in accordance with Title 31 V. I. C. § 236 a, will not be considered eligible as Preferred Bidders for this Invitation for Bids.</p>			
Name of Bidder:			

CONTINUATION SHEET
(Supply Contract)

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ITEM NO.

SUPPLIES OR SERVICES

AMOUNT

Pursuant to Act No. 3072, approved July 29, 1971, amending Section 245 of Chapter 23, Title 31 of the Virgin Islands Code, each person who submits a bid in relation to any purchase in excess of \$1,000.00, under this Chapter, will disclose the Name and Address of each individual having a beneficial interest of more than five (5%) per Centum in the bidding enterprise, and if the bidder is a Corporation, the Names and Addresses of all its Officers and Directors.

NAME

ADDRESS

TITLE

Name of Bidder:

VI Bureau of Internal Revenue

Janitorial Services

Scope of Work

Fiscal Period 2020

Supply all labor, cleaning materials and equipment necessary for the following locations

- a. 21,800 sq. ft. three (3) story office complex-East End Plaza, Red Hook (EEP)
- b. 2,300 sq. ft. street level floor office-Excise Tax Office, Nisky Center (EXC)
- c. 1,124 sq. ft. small trailer, (BIR & BMV Offices) Cruz Bay, St. John (STJ) -see #9 for special scheduling instructions

To perform general cleaning and sanitary maintenance to:

- Offices
- Lounges/cafeterias
- Conference rooms
- Restrooms

Daily: - The contractor must perform the work as outlined below and commence cleaning the locations indicated at the following time:

Location	Daily Time Schedule
East End Plaza, Red Hook (EEP)	5pm
Excise Tax Office, Nisky Center (EXC)	3-3:30pm
St. John , Cruz Bay (STJ)	3:30-4pm

1. Empty/clean/ change trash containers liners as needed
2. Sweep and/or vacuum and or mop the following the following locations:
 - Lobbies
 - Hallways
 - Closets
 - A/C and Maintenance Rooms
 - Offices
 - Mailroom
 - Lounges/cafeterias (3)
 - Steps (EEP)
 - Restrooms (14)

Restroom Location	Qty
East End Plaza (EEP)	
Top floor	4
Main Floor	5
Bottom Floor	2
Excise Tax Office -Nisky Center (EXC)	2
Cruz Bay Office (STJ)	1

3. Restroom services- clean, wipe down, sanitize/disinfect and polish
 - Sinks and counters
 - Toilets
 - Urinals
 - Doors and door handles
 - Mirrors
 - Fixtures/Dispensers to include soap, paper towel and toilet paper dispensers, and air blowers
 - Walls/ledges
 - Partitions
 - Pipes
4. Remove from light switch plates, doors (both interior /exterior), door frames and door handles
 - Smudges
 - Spots/Marks
 - Fingerprints
5. Cafeteria-Clean, sanitize and polish
 - Sinks and counters tops
 - Doors and door handles
 - Wipe down appliances
 - Walls
 - Chairs
 - Tables

Weekly:-

6. Dust the following areas:
 - File and wall cabinets, bookcases, shelves and windows ledges
 - Top of Cubicles
7. Waiting Room Chairs- Wipe down/ spot clean

Quarterly

Machine scrub, strip, shampoo, wax and finish floors in the following areas:

- Hallways
- Lobbies
- Lounges
- Office Areas
- Steps at EEP
- Carpets
- Offices

Wipe down A/C vents

- Wash and Clean windows

Note:

On the island of St. John (offices of BIR and BMV)

- Item Nos. 1-5 should be performed twice (2x) weekly.
- Item Nos. 6-7 should be performed weekly
- Item No. 8 should be performed quarterly

GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF PROPERTY AND PROCUREMENT

NON-COLLUSION AFFIDAVIT

————— 0 —————

..... being duly sworn, deposes and says that —

(1) He is [owner, partner, officer, representative, or agent] of
..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent
circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees
or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly
or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the
contract for which the attached bid has been submitted or to refrain from bidding in connection with such
contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or
conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other
bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to
secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The
Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents,
representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of

Notary Public